

# Position Description

## Graduate Accountant



Directorate	Corporate Services
Location	BERRIGAN
Classification/Grade/Band	Band 10
Position Code	FCA
Date position description approved	30 April 2024

### Council overview

Berrigan Shire Council is a rural community with a population exceeding 8,500 and comprising the four towns of Finley, Berrigan, Tocumwal and Barooga; bordered by the Murray River and bushlands in the south and surrounded by dry and irrigated farming lands. The area is experiencing high population growth which brings with it increased demand for higher levels of service delivery.

This position provides the incumbent with the opportunity to support the advancement of Council's financial systems and contribute to the growth and development of Berrigan Shire Council.

### Council values

#### Teamwork

*A collegiate workforce who are passionate about their community, are approachable to internal and external stakeholders and who are flexible enough to support the service delivery outcomes of Council regardless of position title.*

#### Reliability

*Trust is generated by a knowledgeable and competent workforce who are willing to help others as necessary and within their skill sets, abilities and delegations.*

#### Honesty

*A working environment where loyalty and integrity are rewarded and staff are brave enough to question why, allowing everyone space to commit fully to agreed service delivery outcomes.*

## **Service**

*Service is the core of our commitment to the community and is well considered and strategic in its delivery.*

## **Primary purpose of the position**

The primary purpose of this role is to provide assistance to ensure the delivery of quality financial and accounting functions to meet Council and legislative requirements.

The position reports directly to the Finance Manager and is part of the Council's Finance Team that forms part of the Corporate Services function. It involves contributing to all finance functions including financial regulatory reporting, rates and revenue, payroll, and procurement.

## **Key accountabilities**

Within the area of responsibility, this role is required to:

- Provide support to all Managers to ensure an understanding of the project accounting requirements, with assistance from the Finance Manager.
- Assist with developing useful financial reports, including Capital Expenditure Reviews, that allow all Managers, Executives, Council, and External Users to accurately analyse, review and assess departmental information.
- With the support of Managers, create job costing numbers, prepare cashflow forecasts, monitor budgets and general ledger accounts, report on budget variances and close-out job costing numbers upon completion.
- Assist Council employees with the preparation of reports to ensure requirements are met for grant funding management, as requested.
- Develop an understanding of and adhere to all Australian Accounting Standards and the Code Accounting Practice and apply the requirements to support Council's accounting practices.
- Prepare and process monthly Business Activity Statements and annual Fringe Benefit Tax Returns.
- Assist with analysing, reviewing, and managing the investment portfolio in respect of cashflow, projects, and maturing investments.
- Prepare and process periodic reconciliations of general and subsidiary ledgers including non-infrastructure assets.
- Assist in the preparation of clear, well-structured work papers to meet Audit Office and other government department requirements, and to support an efficient reporting throughout the financial year.

- Use resource software applications to assist in the standardisation of regular reporting and develop efficient processes.
- Undertake any other duties, projects or tasks as directed by the Finance Manager, which are within your skills, competence, and training.

## Key challenges

- Developing an understanding of the complex environment in which Local Government operates.
- Working to strict timelines and ensuring information is kept up to date.

## Key internal relationships

Who	Why
Finance Manager	<ul style="list-style-type: none"> <li>• Direct report</li> <li>• Provide sound and reasoned feedback relating to finance functions</li> <li>• Provide detailed and timely reports regarding the status of key finance functions</li> </ul>
Staff	<ul style="list-style-type: none"> <li>• Provide advice relevant to your knowledge and assistance on finance functions, including project costs and budget information</li> <li>• Seek and clarify information that will be of assistance to the organisation</li> <li>• Ensure finance reports are fit for purpose and provide efficiencies across the organisation</li> </ul>

## Key external relationships

Who	Why
External Stakeholders	<ul style="list-style-type: none"> <li>• Liaise and discuss requests, concerns, improvements, and project</li> <li>• Work closely with to ensure decisions made are for the benefit of Berrigan Shire Council</li> </ul>

## Key dimensions

### Decision making

Learn and understand the finance function of local government as it relates to project management, audit management and budget forecasting.

Provide support and advice in the provision of reports required for decision making purposes.

## Reports to

Finance Manager

## Direct reports

NIL

## Estimated number of indirect reports

NIL

## Budget (operating and capital expenditure)

NIL

## Essential requirements





- Completion (or nearing completion) of relevant finance-related bachelor degree qualification (Accounting, Finance, etc).
- Sound verbal and written communication skills.
- Experience in Microsoft Officer products and packages.
- Ability to plan, organise, set priorities and manage time.
- Self-starter with aptitude and interest in learning.
- High level customer service skills and able to engage with various types of stakeholders.
- Capable of working independently and as part of a team.
- Current Australian Driver's Licence.

## Capabilities for the role

The Local Government Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in local government: “how we do things around here”. It builds on organisational values and creates a common sense of purpose for elected members and all levels of the workforce. The Local Government Capability Framework is available at <https://www.lgnsw.org.au/capability>

Below is the full list of capabilities and the level required for this position. The capabilities in bold are the focus capabilities for this position. Refer to the next section for further information about the focus capabilities.

## Local Government Capabilities Frameworks

Capability Group	Capability Name	Level
 <b>Personal attributes</b>	Manage Self	Foundational
	<b>Display Resilience and Adaptability</b>	<b>Foundational</b>
	Act with Integrity	Intermediate
	Demonstrate Accountability	Intermediate
 <b>Relationships</b>	<b>Communicate and Engage</b>	<b>Intermediate</b>
	<b>Community and Customer Focus</b>	<b>Intermediate</b>
	Work Collaboratively	Intermediate
	Influence and Negotiate	Foundational
 <b>Results</b>	<b>Plan and Prioritise</b>	<b>Foundational</b>
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	<b>Deliver Results</b>	<b>Foundational</b>
 <b>Resources</b>	Finance	Intermediate
	Assets and Tools	Foundational
	<b>Technology and Information</b>	<b>Intermediate</b>
	Procurement and Contracts	Foundational

### Focus capabilities

The focus capabilities for the position are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at satisfactory level for a candidate to be suitable for appointment.

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Display Resilience and Adaptability	Foundational	<ul style="list-style-type: none"> <li>• Adapts to changing work tasks and environments</li> <li>• Is open to new ways of doing things</li> <li>• Stays calm in difficult situations</li> <li>• Does not give up easily when problems arise</li> <li>• Asks questions and offers own opinion</li> </ul>

## Local Government Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Communicate and Engage	Intermediate	<ul style="list-style-type: none"> <li>• Focuses on key points and communicates in 'Plain English'</li> <li>• Clearly explains and presents ideas and technical information</li> <li>• Monitors own and others' non-verbal cues and adapts where necessary</li> <li>• Listens to others when they are speaking and asks appropriate, respectful questions</li> <li>• Shows sensitivity in adapting communication content and style for diverse audiences</li> </ul>
<b>Relationships</b> Community and Customer Focus	Intermediate	<ul style="list-style-type: none"> <li>• Identifies and responds quickly to customer needs</li> <li>• Demonstrates a thorough knowledge of services provided</li> <li>• Puts the customer and community at the heart of work activities</li> <li>• Takes responsibility for resolving customer issues and needs</li> </ul>
<b>Results</b> Plan and Prioritise	Foundational	<ul style="list-style-type: none"> <li>• Understands team objectives and own contribution</li> <li>• Plans and organises own work tasks</li> <li>• Asks when unsure about the relative priority of allocated tasks</li> <li>• Manages time appropriately and re-prioritises as required</li> <li>• Identifies and informs supervisor of issues that may impact on completion of tasks</li> </ul>
<b>Results</b> Deliver Results	Foundational	<ul style="list-style-type: none"> <li>• Takes the initiative to progress work tasks</li> <li>• Clarifies work required and timeframe available</li> <li>• Identifies what information/resources are needed to complete work tasks</li> <li>• Checks own work for accuracy, quality and completeness</li> <li>• Completes tasks under guidance, on time and to the required standard</li> </ul>
<b>Resources</b> Technology and Information	Intermediate	<ul style="list-style-type: none"> <li>• Shows confidence in using core office software and other computer applications</li> <li>• Makes effective use of records, information and knowledge management systems</li> <li>• Supports the introduction of new technologies to improve efficiency and effectiveness</li> </ul>

Approved:  
Karina Ewer

Signature:

Date:  
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Accepted:  
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Signature:

Date:  
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